

# Part-Time Clerk - Human Resources

City of Royal Oak, MI

**Rate of Pay:** \$11.00-\$12.00 per hour

**Hours:** May vary up to 1,400 hours per year\*

A **Part-Time Clerk (Human Resources)**, upon application, should have the following training and experience:

**Required:** Graduation from high school or equivalent

**Preferred:** Prior experience in an office environment with a focus on human resources

**GENERAL STATEMENT OF DUTIES:** Subject to the general direction of the Human Resources Director and supervised by the Human Resources Specialist, a **Part-Time Clerk (Human Resources)** performs a wide variety of clerical tasks in the Human Resources department.

**TYPICAL EXAMPLES OF WORK:** A **Part-Time Clerk (Human Resources)** may be called upon to do any or all of the following (These examples do not include all of the tasks which the employee may be expected to perform):

- Assist the public
- Answer and route incoming calls
- Computer data entry
- File documents (paper and electronic)
- Prepare photocopies, faxes and emails
- Schedule appointments and meetings
- Sort and process mail including (but not limited to) applications and invoices
- Support Human Resources personnel with day to day activities (e.g. recruitment, onboarding, benefits)

**QUALIFICATIONS FOR EMPLOYMENT:**

- Dependability and punctuality
- Energetic, self-motivated, and positive attitude
- Ability to follow directions
- Ability to apply attention to detail
- Ability to communicate effectively, both verbally and in writing
- Ability to work harmoniously with other employees
- Experience in office procedures
- Working knowledge of Microsoft Office (e.g. in particular Word and Excel)
- Working knowledge of Microsoft Outlook
- Computer and keyboarding competency
- Good interpersonal skills
- Thorough understanding of the integrity expected in working with confidential information
- Ability to troubleshoot and repair basic personal computer problems
- Excellent communications skills
- Ability to reach, bend, stretch, sit and stand for long periods

NOTE: APPLICATIONS FOR THIS POSITION MAY BE CONSIDERED FOR FUTURE PART-TIME CLERICAL OPENINGS IN OTHER DEPARTMENTS

**APPLY:** the Human Resources Department must receive a completed City of Royal Oak *employment application* **no later than: Friday, October 16, 2015 at 12:00 PM.**

Application packets are available online at [www.romi.gov/jobs](http://www.romi.gov/jobs) or  
in the Human Resources Office at City Hall, 211 S Williams St, Royal Oak, MI 48067.

*\*For a new hire, where based on the facts and circumstances at their start date, it cannot be determined that the employee is (a) reasonably expected to be employed on average at least 30 hours per week (or 130 hours per month), or (b) the employee is expected to work at least 30 hours per week (or 130 hours per month) initially, but the period of employment at more than 30 hours per week (or 130 hours per month) is reasonably expected to be limited, and the employer cannot determine that the employee will work on average at least 30 hours per week (or 130 hours per month) over the initial measurement period City of Royal Oak will use the adopted Initial Measurement Period to determine full-time status for the subsequent Stability Period. Employees in this position are not reasonably expected to work over 30 hours per week over the Initial Measurement Period.*